

<b>TITLE:</b> Fundraising (New Business Development) Advisor	
<b>TEAM/PROGRAMME:</b> Award Management	<b>LOCATION:</b> Hanoi
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> 2 years
<p><b>CHILD SAFEGUARDING:</b> Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b> The Fundraising Advisor will support Save the Children International in Vietnam to grow our funding and partnerships at country level in order to resource the Country Strategic Plan.</p> <p>To achieve the country’s programme ambitions in line with SC’s Global Breakthroughs, the Fundraising Advisor will be responsible for coordinating the development of the annual funding strategy, developing an engagement plan across Save the Children Members and donors and other necessary stakeholders, and creating and managing an efficient system to identify and develop new funding opportunities and diversify funding portfolio.</p> <p>The post holder will be expected to work across the Movement (Regional Offices, Members, and other Country Offices as necessary) and directly with donors in achieving the country funding strategy and be the primary link with Regional Offices for all New Business Development best practices and capacity building efforts.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Award Manager <b>Budget responsibility:</b> N/A <b>Role Dimensions:</b> Act as day-to-day focal point with regional resource mobilisation team, ensuring appropriate coordination between Members and country team. Engages with Country Office (CO) Senior Management Team, Finance, Awards, Technical Experts/Operations, PDQA Director, and other necessary stakeholders to coordinate strategic resource mobilization across the country office.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <p><b>Funding Strategy and NBD Change Management:</b></p> <ul style="list-style-type: none"> <li>• Support country office to develop and implement high quality Country Funding Strategy and Donor Engagement Plan, linked to Vietnam Country Strategic Plans.</li> <li>• Lead design and delivery of CO funding strategy which aligns program demand (Country Strategic Plans) with funding supply (donor landscape). This strategy will include both public and private funding sources, and will be developed in close collaboration with Save the Children members.</li> <li>• Drive and accelerate sustainable and diverse portfolio growth for Save the Children in Vietnam as well as regionally where appropriate, working in alignment with the global funding strategy and members’ funding strategies.</li> <li>• With guidance and support from regional resource mobilisation team and members, supports country TE, Finance, AM, PDQA staff with capacity building around business development.</li> </ul>	

- Ensure best practice ways of working by attending regional Communities of Practice and embedding best practice into the country ways of working.

**Relationship Management:**

- Support the CD and SMT to build strong relationships and funding partnerships.
- Proactively engage on a strategic basis with institutional, corporate and other donors at country level in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Represent Save the Children as needed with key institutional, corporate, foundation and other donors.

**Strategic Portfolio Planning:**

- Support strategic planning and operational processes and tools that achieve high quality award portfolios.
- Understand and effectively communicate the country's pipeline and priority funding gaps, as agreed with CD and country leadership. These may include thematic/program gaps, co-financing gaps, and operational sustainability gaps.
- Proactively work with the regional resource mobilisation teams to drive improvement in strategic portfolio planning across the movement.

**Capture Planning and Opportunity Preparation:**

- Facilitate conversations with PDQA, TE, and Operations teams to gather intelligence, assess competitiveness, make Go/No Go decisions, and adequately resource teams build for pursuing all strategic funding opportunities.
- Maintain and build capacity in systems or processes for collecting donor, implementing partner, and competitor intelligence and information.
- Closely collaborate with the regional resource mobilization team and members to identify and capture new funding trends, new and innovative funding opportunities and donor types and develop appropriate engagement strategies.

**Forming Partnerships:**

- Proactively guide and support PDQA and TE teams where necessary to rigorously assess the strengths and weaknesses of potential strategic partnerships for programme development and implementation.
- Support country leadership's strategic decision making to form programming consortia which strengthen both programming and resource mobilization outcomes.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

<p><b>Creativity:</b></p> <ul style="list-style-type: none"> <li>• develops and encourages new and innovative solutions</li> <li>• willing to take disciplined risks.</li> </ul> <p><b>Integrity:</b></p> <ul style="list-style-type: none"> <li>• honest, encourages openness and transparency; demonstrates highest levels of integrity</li> </ul>	
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree in development &amp; humanitarian, human rights, journalism or other related field</li> <li>• Background in business development, donor and relationship management, strategic portfolio analysis and planning, and change management required.</li> </ul>	
<p><b>EXPERIENCE AND SKILLS</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 5+ years demonstrated experience identifying and securing funding from institutional donors, multilateral agencies, corporate donors and/or foundations, as well as other types of fundraising.</li> <li>• Demonstrated experience in leading assessments of funding landscapes, and developing programme funding strategies to meet strategic goals.</li> <li>• Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.</li> <li>• Highly developed networking skills and ability to form productive working relationships with external donor agencies.</li> <li>• Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.</li> <li>• A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies.</li> <li>• Fluency in English.</li> </ul> <p><b>Desireable</b></p> <ul style="list-style-type: none"> <li>• INGO experience and an excellent grasp of operational issues.</li> <li>• A detailed understanding on funding mechanisms for development work such as Save the Children's.</li> <li>• Familiarity with the Vietnamese context and sensitivity to the needs and challenges of vulnerable populations.</li> <li>• Innovation: Ability to easily adapt to changing technologies and constantly explore and learn new technologies, techniques, and protocols.</li> </ul>	
<p><b>Additional job responsibilities</b></p> <p>The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>	
<p><b>Equal Opportunities</b></p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p><b>Child Safeguarding:</b></p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>	
<p><b>Health and Safety</b></p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p><b>JD written by: Ta Huong Thu</b></p>	<p><b>Date: 26 July 2021</b></p>
<p><b>JD agreed by: Dragana Strinic</b></p>	<p><b>Date: 28 July 2021</b></p>
<p><b>Updated By:</b></p>	<p><b>Date:</b></p>
<p><b>Evaluated:</b></p>	<p><b>Date:</b></p>

